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11 April 1951

MEMORANDUM TO: Chief, Building Maintenance & Utilities Division
Chief, Reproduction Division
Chief, Transportation Division
Actg. Chief, Real Estate and Construction Division
Actg. Chief, [redacted]
Actg. Chief, [redacted] 25X1 25X1A 25X1

FROM: Chief, Administrative Services

25X1 SUBJECT: CIA Regulation [redacted] Correspondence and Procedures

1. Each of the above addressees will submit to the undersigned by not later than 25 April 1951 drafts of procedures pertaining to services rendered by his particular activity for inclusion in Series 25X1A [redacted] of the CIA Regulations.

2. The style and format used in the CIA Regulations should be followed in preparation of the drafts of this material.

W. L. Pforzheimer

MEW:lw
cc: chrono
Directives file
Procedure file

Document No. 23
NO CHANGE in Class. [redacted]
☐ DECLASSIFIED
Class. CHANGED TO: TS S C
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: [redacted] By: [redacted] 25X1
03 APR 1978

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